

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	<u>WAGNER, JOHN</u>
Expense Dates	<u>05/10/10-05/12/10</u>
Total Expense Amount	<u>519.14</u>
Amount Due Employee	<u>519.14</u>
Form ID	<u>TEA000659709</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	05/10	Lodging	191.09	
2)	05/11	Lodging	191.09	
3)	05/12	Parking, Auto	72.96	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Nancy Lee

Travel & Expense Account Summary

Employee Name JOHN WAGNER
Expense Dates 05/10/10-05/12/10
Report Name 6010-SF, May 2010

Request Total \$ 519.14
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **519.14**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	BRC	519.14

DATE	Mon May 10	Tue May 11	Wed May 12							TOTAL
Lodging	191.09	191.09								382.18
Dinner	18.00	18.00								36.00
Breakfast		6.00	6.00							12.00
Incidentals		6.00								6.00
Lunch			10.00							10.00
Parking, Auto			72.96							72.96
TOTALS \$	209.09	221.09	88.96							519.14

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	BRC	05/10/10	Lodging	191.09	Cash
Regular Travel	BRC	05/10/10	Dinner	18.00	Cash
Regular Travel	BRC	05/11/10	Lodging	191.09	Cash
Regular Travel	BRC	05/11/10	Dinner	18.00	Cash
Regular Travel	BRC	05/11/10	Breakfast	6.00	Cash
Regular Travel	BRC	05/11/10	Incidentals	6.00	Cash
Regular Travel	BRC	05/12/10	Breakfast	6.00	Cash
Regular Travel	BRC	05/12/10	Lunch	10.00	Cash
Regular Travel	BRC	05/12/10	Parking, Auto	72.96	Cash